

Student's Program \_\_\_\_\_

[School Use ONLY Box]

# 2017–2018 Verification Worksheet

## Dependent Student (V5)

Your 2017–2018 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, the school may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the school. The school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

### A. Dependent Student's Information:

Student's Last Name	Student's First Name	Stud. M.I.	Stud. D.O.B.	Student's Soc Sec Number

### B. Dependent Student's Family Information:

List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2017 through June 30, 2018, or if the other children would be required to provide parental information if they were completing a FAFSA for 2017–2018. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.
- DO NOT include persons for whom your parent paid child support assuming that child support paid is reported on the FAFSA.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2017 and June 30, 2018. *If more space is needed, attach a separate page with the student's name and Soc. Sec. Number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes/No)
		<i>Self</i>		

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Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

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**C. Dependent Student's Income Information to Be Verified:**

**1. TAX RETURN FILERS** - Complete this section if you filed or will file a 2015 income tax return with the IRS.

**Note:** If you filed or will file an amended 2015 IRS tax return, you must contact the financial aid administrator at your school before completing this INCOME section. ***The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. Check the box that applies:***

- ☐ You have already used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income tax return information into your FAFSA.
- ☐ You have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but intend to use the tool to retrieve and transfer 2015 IRS income tax return information into your FAFSA. *Go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and go to the Financial Information section of the form. Then, follow the instructions use the IRS Data Retrieval Tool.*
- ☐ You are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will make available to the school a **2015 IRS tax return transcript** (not a photocopy of the income tax return). *To obtain an IRS tax return transcript either (1) complete a Tax Return Transcript Request Form (provided by your school), (2) go to www.irs.gov and click on "Get A Tax Transcript," or (3) you may call 1-800-908-9946. You will need your Social Security Number, date of birth, and the address on file with the IRS (normally the address used when your 2015 IRS tax return was filed). Request the "IRS tax return transcript" and not the tax account transcript.*

**2. TAX RETURN NONFILERS\*** - Complete this section if you will not file and are not required to file a 2015 income tax return with the IRS. **Check the box that applies:**

**\*Note:** You will also be required to provide documentation from the IRS that confirms a 2015 tax return was not filed with the IRS. This can be obtained using IRS Form 4506-T and mark Box 7.

- ☐ You were not employed and had no income earned from work in 2015.
- ☐ You were employed in 2015 and you have listed below the names of all your employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. *You must attach a copy of all 2015 IRS W-2 forms issued to you by employers or give a valid reason why a W-2 is not available. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Employer's Name	Annual Amount Earned in 2015	IRS W-2 Attached? (Yes/No)
<i>Total Amount of Income Earned from Work</i>	\$	

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**D. Parent's Income Information to Be Verified:** Note - If two parents were reported in the household on the FAFSA, the instructions and certifications below refer and apply to both parents.

1. **TAX RETURN FILERS - Important Note:** If your parent(s) filed, or will file, an amended 2015 IRS tax return you must contact the financial aid administrator at your school before completing this INCOME section. **The best way to verify income is by using the IRS Data Retrieval Tool on FAFSA on the Web. Check the box that applies:**

- ☐ Your parent(s) have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2015 IRS income tax return information into the student's FAFSA.
- ☐ Your parent(s) have not yet used the IRS Data Retrieval Tool, but intend to use the tool to transfer 2015 IRS income tax return information into the FAFSA. *Go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to use the IRS Data Retrieval Tool.*
- ☐ Your parent(s) are unable or choose not to use the IRS Data Retrieval Tool, and will make available to the school a copy of the **2015 IRS tax return transcript(s)** - not a photo copy of the income tax return(s).

Your parent(s) are unable or choose not to use the IRS Data Retrieval Tool, and will make available to the school a copy of the **2015 IRS tax return transcript(s)** - not a photo copy of the income tax return(s). *To obtain an IRS tax return transcript either (1) complete a Tax Return Transcript Request Form (provided by your school), (2) go to www.irs.gov and click on "Get A Tax Transcript," or (3) call 1-800-908-9946. They will need their Social Security Number, date of birth, and the address on file with the IRS (normally the address used when the 2015 IRS tax return was filed). Make sure they request the "IRS tax return transcript" and not the tax account transcript. If your parents are married and filed separate 2015 tax returns, a tax return transcript is required for each parent.*

2. **TAX RETURN NONFILERS** - Your parent(s) must complete this section if not filing a 2015 tax return and not required to file a 2015 income tax return with the IRS. **Check the box that applies:**

**\*Note:** Your parents will also be required to provide documentation from the IRS that confirms a 2015 tax return was not filed with the IRS. This can be obtained using IRS Form 4506-T and mark Box 7.

- ☐ Your parent(s) were not employed and had no income earned from work in 2015.
- ☐ Your parent(s) were employed in 2015 and have listed below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is attached. *You must attach a copy of all 2015 IRS W-2 forms issued to you by employers or give a valid reason why a W-2 is not available. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	Annual Amount Earned in 2015	IRS W-2 Attached? (Yes/No)
<i>Total Amount of Income Earned from Work</i>	\$	

**E. Certification and Signatures:** Each person (student and one parent) signing this worksheet certifies that all of the information reported on it is complete and correct.

**WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

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**F. High School Completion (mark one):**

- ☐ Copy of high school diploma attached.
- ☐ Copy of final high school transcript with date of graduation attached.
- ☐ Copy of GED certificate or GED transcript (that indicates passing status) attached.
- ☐ Copy of homeschool state-authorized credential (if required by the state) attached.
- ☐ Copy of homeschool transcript (if no state credential required) with course list documenting successful completion of secondary school education, signed by parent or guardian attached.
- ☐ Copy of "secondary school leaving certificate" or similar document for student who completed secondary education in a foreign country attached.

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**G. Valid (not expired) government-issued photo identification presented IN PERSON and copy attached or use NOTARY statement below:** *(School's representative signature required here upon receipt and review)*

- ☐ Driver's license or other state-issued photo identification (ID)
- ☐ Military ID
- ☐ Passport
- ☐ Other \_\_\_\_\_

\_\_\_\_\_  
(Printed name of school's authorized witness)      (Witness signature)      (Date received/reviewed)

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**H. Statement of Educational Purpose:**

I certify that I \_\_\_\_\_ am the individual signing this *Statement of Educational Purpose*  
(print student's name)  
and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending \_\_\_\_\_ for 2017-2018.  
(Name of Postsecondary Educational Institution)

\_\_\_\_\_  
Student's Signature      Date  
Student's SSN \_\_\_\_\_

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**I. Notary's Certification of Acknowledgement** *(Required if not signing in person at the school):*

State of \_\_\_\_\_ City/County of \_\_\_\_\_  
On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared,  
(Date) (Notary's name)  
\_\_\_\_\_, and proved to me on basis of satisfactory evidence of  
(Printed name of student/signer)  
identification \_\_\_\_\_ to be the above-named person who signed the foregoing instrument.  
(Type of government-issued photo ID provided)

**WITNESS my hand and official seal**

(seal) \_\_\_\_\_ (Notary signature)  
My commission expires on \_\_\_\_\_ (Date)

*Submit this 4-page worksheet to the financial aid administrator at your school.*

**Form VW5-D**